

**City of Rochester Examining Board of Plumbers  
Room 121-B, City Hall  
30 Church Street  
Rochester, New York 14614**

**PLUMBING LICENSE APPLICATION**

**Summary of Instructions**

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To obtain a Plumbing License you must:

1. Complete the City of Rochester exam application and reference form (attached) and **submit it with a \$100.00 fee made payable to City of Rochester, Treasurer**, to the Building Permit Office, Room 121-B City Hall, 30 Church Street, Rochester, New York 14614.
2. Submit proof that you meet the minimum experience requirements. These requirements are also described below. Read carefully the instructions for references and documentation found later in this packet.
3. Pass a written examination administered by The Examining Board of Plumbers based on the New York State Fire Prevention and Building Code, Monroe County Pure Waters, and The Code of The City of Rochester.

Questions about types of licenses, when a license is required, qualifications for licensing, examinations, fees, penalties, etc. can be answered by contacting the Building Permit Office located at Room 121-B, City Hall, Phone: 428-6526, or by purchasing the Plumbing Licensing Ordinance Chapter 40.

**Minimum Experience Requirements**

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The Plumbing Licensing Ordinance, Chapter 40, from the Code of the City of Rochester as amended September 21, 1993, requires that each applicant submit proof that they meet at least one of the following requirements or any equivalent combination of experience, as approved by the Examining Board of Plumbers. Applicant must complete the attached application and at least one reference letter from each employer.

- A. Completion of an apprenticeship through a state or federally approved plumbing, heating or air-conditioning apprenticeship program, plus at least two additional years working in the plumbing, heating, or air-conditioning business;
- B. At least eight years of experience in one or more of the following occupations, plumbing; steamfitting; plumbing design; heating or air-conditioning; plumbing or heating or air conditioning estimating;
- C. Possession of a current New York State license as a professional engineer or registered architect;
- D. Ten years experience as a maintenance person working at plumbing, heating, air-conditioning or refrigeration trades; or
- E. Any equivalent combination of training and experience, as approved by the Examining Board of Plumbers.

# APPLICATION FORM FOR PLUMBING LICENSE EXAM

City of Rochester Examining Board of Plumbers  
30 Church Street  
Room 121-B City Hall  
Rochester, New York 14614

(Please Print)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone (Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Cell) \_\_\_\_\_

E mail Address \_\_\_\_\_

## PLEASE COMPLETE THE FOLLOWING:

Do you currently hold a Plumbing license? \_\_\_\_\_ If yes, where? \_\_\_\_\_

Have you ever had a Plumbing license denied, suspended or revoked? \_\_\_\_\_ If yes, when? \_\_\_\_\_

## EDUCATION

High School \_\_\_\_\_ Year Completed \_\_\_\_\_

College \_\_\_\_\_ Year Completed \_\_\_\_\_

Business/Trade \_\_\_\_\_ Year Completed \_\_\_\_\_

Military/Other \_\_\_\_\_ Year Completed \_\_\_\_\_

## WORK EXPERIENCE (Please list most recent job first)

NAME AND ADDRESS OF EMPLOYER	START DATE TO END DATE	HOURS PER WEEK

I hereby certify that the above statements and all attachments, made by me, which form this application, are true to the best of my knowledge and belief.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

**REFERENCE LETTER**

**City of Rochester Examining Board of Plumber's  
Room 121-B City Hall  
30 Church Street  
Rochester, New York 14614**

**Name of Reference:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Phone Number** \_\_\_\_\_

**Dear Reader:**

The following person has applied to the Examining Board of Plumber's for a Plumber's License for use in the City of Rochester.

**NAME OF APPLICANT:** \_\_\_\_\_

One of the conditions for licensing is that the applicant must submit proof that he/she meets the minimum experience requirements established by the Board. For the plumber who gained all or part of his/her experience while working as a plumber, the required proof must consist of a notarized letter of reference from a supervisory-level person (foreman, superintendent, or owner) in each firm which employed the applicant over the required period.

The Board requests each employer to answer the following questions about the applicant's work experience while he/she was employed by your firm. Please put any comments you are to add on the back of this letter and mail to the Examining Board of Plumber's at the above address.

1. The above applicant was employed by us as a plumber from:  
**(Month/Year)** \_\_\_\_\_ to \_\_\_\_\_.
2. During that period of time, the applicant worked an average of \_\_\_\_\_ hours per week as a  
\_\_\_\_\_.
3. In your judgement, is the applicant qualified to do the work covered by the license applied for?  
\_\_\_\_\_ **YES** \_\_\_\_\_ **NO**

\_\_\_\_\_  
**Name and Supervisory Position**

\*Subscribed and sworn before me on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public  
(Please affix stamp)

Note: This will not be accepted unless notarized.